

**Wilmington Education Improvement Commission
Parent, Educator, and Community Engagement Committee
Meeting Minutes
Bayard Middle School
February 13, 2017 5:30-7pm**

Tizzy Lockman, Chair of the committee, called the meeting to order at 5:36 pm. She started the meeting with introductions.

Approval of Minutes

There was no quorum present so minutes from December and January could not be approved.

Chair Update

T. Lockman noted that the Commission did not meet in January. The next Commission meeting will be important as Governor Carney and Secretary of Education, Susan Bunting, will be in attendance to discuss their path forward and answer questions. The meeting will be Tuesday, February 28, 2017 from 5-7 pm at the Thomas B. Sharp Center. Kelsey Mensch, Institute for Public Administration, will send out an email with a reminder and meeting details.

Committee member, Patti Nash, noted that her and T. Lockman mentioned went to a panel of community discussions in the Philadelphia, PA's city hall. Black Lives Matter hosted the event and partnered with a group of educators. It was mentioned that there were some strategies that could be used in Delaware. For example, required Black history month course, a required family coordinator of every school, and school advisory councils. It was mentioned that we could include Philadelphia in the research subcommittee's work.

IRB Human Subjects Training (CITI)

Lauren Bailes, Research Fellow for the Public Partnership of Education, gave an overview of the Human Subject training required for working on the survey. Every University has an IRB and they are typically standardized. Their job is to ensure the protection of human subjects during research. Everyone who is a part of the research and touches data has to complete the training. There is an abbreviated training for non-UD employees. The goal is to have as many committee members fill out the survey as possible to ensure that the distribution is all hands-on deck. L. Bailes then went through the one-pager that lists directions for filling out the training. To see the directions, see the attached document "meeting materials."

Subcommittee Breakout

The committee then broke out into subcommittees to discuss their timelines and current projects. Following their conversations, the subcommittees reported on their discussions and next steps.

Research Subcommittee

The research subcommittee discussed the current deliverable: the memorandum on national best practices of engagement. This memo will be submitted to the Commission in June. The subcommittee members prioritized what they want to contribute to in writing the memorandum. It was mentioned that there needs to be more research on best practices for community

engagement and how to connect community resources to schools. Other committees of the Commission also discuss this, specifically with regard to the alignment and integration of services. The subcommittee noted how useful the asset mapping project will be but the subcommittee should discuss how to connect those services to schools. There is a need for the partnerships but there is also a want from organizations to help out.

The subcommittee discussed how there needs to be a focus on both the national and local practices of engagement. Since the work of the national practices is already in motion, the subcommittee decided to begin to strategize how to get local information on engagement, specifically in Delaware. The subcommittee discussed putting together a strategy on how to best collect information from districts and charter schools on what current or past engagement strategies they have used to engage parents and community members. The subcommittee agreed that interviewing district leaders would be useful to understand their perspective of engagement and practices they try to implement. The subcommittee agreed to work through a strategy that they could implement during the summer and into the fall of the next school year.

Outreach Subcommittee

This subcommittee spent time discussing what they want to prioritize for the survey. Themes of the survey include: understanding who experiences the barriers and what barriers exist (structurally, environmentally, and attitudinal, which relates to climate). The subcommittee also discussed how parents receive information and the difference between school level understanding of engagement and parent level understanding of engagement. L. Bailes will work on formatting the survey and generating the questions to send out to the committee. She mentioned that there will need to be full mobilization of the committee to distribute the survey to the parents.

T. Lockman noted that the subcommittee discussed their upcoming outreach strategy. The subcommittee will develop a shared calendar so all committee members can post different community events and engagement opportunities. This will help with distribution of the survey but also help engage parents in the work of the committee. For example, committee members are encouraged to participate in My Very Own Library, such as being a “reading angel.” It was suggested to utilize District PIO’s to get information about the survey out to the public as well.

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Attendance**

Committee Members

Tizzy Lockman, Chair
Patti Nash
Angela Wilson
Meredith Griffin
Daphne Evans
Renee Duval

Members of the Public

Lauren Bailes

Institute for Public Administration Staff

Kelsey Mensch